



Texas Tech University Health Sciences Center El Paso Department of Safety Services

Unit Safety Officer Job Description

PRIMARY PURPOSE:

This position is responsible for assisting the Supervisor in implementing and managing the Safety Program within their department. This is an additional duty position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates the accident/incident reporting and investigation. Provides direction to departmental employees and supervisors about reporting guidelines.

Coordinates the safety training activities of employees within their department. Maintains necessary records.

Conducts annual Health and Safety Review in another department(s).

Coordinates safety-related activities within the department such as fire emergency response training, departmental safety meetings, hazard reporting program activities to prevent incidents and/or injuries.

Coordinates other duties as required.

SUPERVISORY RESPONSIBILITIES:

Work is performed under the direct supervision of the supervisor. Supervisor will allow enough time to make sure quality performance of safety management responsibilities, duties, and functions.

The department of Safety Services will supervise the required safety training documentation.

EDUCATION and/or EXPERIENCE:

Must attend the New Unit Safety Officer Orientation training program.

Should attend the Unit Safety Officer conferences and meetings that Safety Services department conducts periodically.

WORK ENVIRONMENT:

Work is performed under usual working conditions relative to their regular job duties.